UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA

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Vacancy Announcement No: 10-02

DIRECTOR OF INFORMATION TECHNOLOGY

Location: Raleigh, North Carolina

Salary Range: CL 30 ($79,705 - $129,537)* /Promotion Potential- CL 31
* Depending upon experience and qualifications

Date of Posting: January 25, 2010   **Closing Date: Open Until Filled**
Initial cut-off date: February 12, 2010

The position is located in the U.S. District Court for the Eastern District of North Carolina. The Director of IT is responsible for managing the consolidated Automation and Technology Department of the District Court and Probation Office. The Director must possess excellent leadership skills, strong analytical skills and effective communication abilities in oral and in written form. The ability to exhibit professionalism, leadership and a vision that directs the planning, coordinating and integrating of all Automation and IT functions is essential. The Director reports directly to the respective District Court and Probation Office Court Unit Executives.

The position includes managing the computer systems and new technology of the U.S. District Court and U.S. Probation Office. The combined agencies encompass eight locations with approximately 170 combined users. Applications are housed on both LINUX/UNIX systems, Novell Netware Servers, Windows Server 2003/SQL, and Windows XP as the primary desktop operating system. Off-the-shelf applications include WordPerfect, Lotus Notes, Internet Explorer, Microsoft Office and other applications.

Representative Duties:
- Works with judges, court unit executives or designees to identify automation needs, objectives, and capabilities, including anticipation of future requirements and situations. Ensures subordinate staff provide effective use of automated resources available to the district.
- Develops and implements short and long range automation improvement plans, ensuring changes can be implemented district wide. Develops and manages implementation plans for the district automated systems in line with the Judiciary Long Range Plan.
- Develops a budget plan for the district's automation program, allocates resources to support development of automated networks, and manages the approved budget including procurement and inventory control.
- Serves as a member of the management team. Supervises an automation staff through assigning and approving work and managing the group for the organizational units. Recommends personnel actions concerning subordinates, conducts performance evaluations, training, employee relations, and related areas.
- Provides programming support and works with a variety of programming languages and tools that apply to computer networking, database management, and internet/intranet application and development. The ability to work with languages such as Visual FoxPro, Visual Basic, Java, Perl, PHP, SQL, HTML, XML and shell scripting for UNIX/Linux platforms is essential.
- Researches, identifies and adapts national proposed system equipment. Evaluates proposed system equipment, configuration and makes recommendations. Recommends placement and utilization of equipment. Identifies the need for supplemental equipment and works with vendors. May develop specific system features that satisfy the needs of the district.
- Directs purchases of commercial software, identifying alterations or custom designs. Ensures physical and logical security for systems hardware and software.
- Manages the development and execution of a court automation training plan, as well as local court technical and user documentation, to ensure effective utilization of installed automated programs, coordinating as necessary with the Administrative Office, Federal Judicial Center, supplying vendors, and others in the data processing community

regarding automated systems.

- Provides consultation to and oversees the day-to-day administration, operation and support to the entire Court with regard to the areas of automation and use of computers. Provides help desk/trouble shooting support to staff as needed.
- Ensures safety, security and integrity of databases to include user access, off-site storage and security procedures. Works as part of a team to develop and manage a continuity of operations plan (COOP) in the event of a major system failure within a building, a fire, and/or other building or local disaster.

Qualifications:

Required: (1) Candidates must have a bachelor's degree in computer science or related field and at least five years management experience which has provided an opportunity to deal with a diverse group of persons in a work relationship, (2) possess the ability to exercise mature judgment, (3) have a thorough knowledge of the basic concepts, principles and theories of management and (4) have demonstrated ability to manage automated systems in a medium size organization, (5) proven ability to successfully manage large projects with strong organizational skills, (6) excellent communication and interpersonal skills and unquestioned integrity.

Preferred: A Master's degree in computer science. Thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design and data communications; ability to troubleshoot and problem solve. Experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs. General aptitude to learn new operating system languages and applications. Skill in training non-automation personnel in automation techniques and processes. Knowledge of the legal terminology, federal court processes, and functions of the court. Ability to conduct research of all available services and provide proposed solutions; isolate and take corrective actions to applications software and hardware problems. Skill at applying existing or new principles in difficult or challenging situations.

Technical Qualifications: Extensive knowledge of software Life Cycle Management to include software testing method, practices and preventive maintenance activities. Knowledge of sophisticated structured programming methods, practices and applications sufficient to extract and format data in INFORMIX and SQL relational database management system environment. Knowledge of LINUX operating system and INFORMIX compliant relational database management system. Knowledgeable in web design, specifically Dreamweaver. Familiar with the workings of LAN/WAN configurations as well as routers, hubs and switches.

Benefits:
Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick leave, 10 paid holidays, a flexible benefits program; portable retirement plan with matching contributions; and a professional environment.

Conditions of Employment:
Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. Applicants must be United States citizens or eligible to work in the United States. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. Employment will be considered provisional pending the successful completion of a ten-year, full-field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years. All employees are required to adhere to the *"Code of Conduct for Judicial Employees"* which is available for review upon request.

Application Procedures:

Interested applicants must submit the following:

- A cover letter and current resume
- Copies of your last two (2) performance evaluations
- AO 78 Application form, Federal Judicial Branch Application for Employment, which is available at www.nced.uscourts.gov.
- Narrative statement, not to exceed one page, outlining your management philosophy

Application packages will not be considered complete unless all items have been received by Human Resources. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. **All applications received by the initial cut-off date will be given first consideration.**

Application packages should be marked "<u>Confidential</u>" and mailed to:

> **U.S. District Court & Probation Office**
> **Attn: Human Resources Department**
> **310 New Bern Avenue, Room 434**
> **Raleigh, North Carolina 27601**

This agency provides reasonable accommodation to applicants with disabilities.   The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice.

- The United States District Court is an Equal Opportunity Employer -